

Report for Week Ending 5 December 1956
from
PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Security Office continues.
This project is approximately 98% complete.

Microfilming of Vital Materials in the Personnel Office continues.
This project is approximately % complete.

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

25X1A9a General Information

25X1A9a

Mrs. [REDACTED] Assistant Area Records Officer for OSI and Mr. [REDACTED] Administrative Officer visited the repository. Subsequently, [REDACTED] held a meeting with the various divisions of OSI and it was unanimously decided that a listing by subject and area, of all unfinished deposits, should be available at the repository. The coding of this material will be accomplished by OSI within the near future.

The establishment of a file system in OCR/SR, Machine Division, was completed this week. This leaves only the [REDACTED] of SR remaining to be done.

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Representatives of ER/OCR and the Comptrollers office were taken on a conducted tour of a shelf filing installation at the David W. Taylor Model Basin. Representatives of ER/OCR were also given a tour of a similar installation in public health.

X The Chief of the ^{Physical} Fiscal Security Division has given us a written concurrence to the use of string tied envelopes in lieu of a CIA seal for transmitting classified material within the Agency. He also concurred in the use of a window envelope which will serve as a holder for the courier receipt and address label.

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The survey of the Technical Information Unit of [REDACTED] with [REDACTED] of the O&M Staff continues. Two suggestions for improved handling of the work have been adopted. One provides for a desk file which will permit maintaining current work in a sequence that will assure priority handling to more important items and will eliminate double handling on items relating to the same subject. The other change provides for combining two files both of which had to be referred to in answering any reference request.

25X1A9a

Mr. [REDACTED] spent four hours attending the Effective Speaking Course. A one hour lecture was presented at the Administrative Procedures Course

No. 69 covering the Agency filing system. There were approximately ^{25X1A9a}
~~44~~ students of which at least 40 were from the DD/P Area. Messrs. [REDACTED]
[REDACTED] completed a total of 28 hours of on- the-job training.

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